Activity: **5.2**
                     Design Content of System Inputs and Outputs

Responsibility: Project Team Analysts

Description: Design the content and format for each of the software product inputs and
                     outputs based on the system input and output requirements identified during the
                     Requirements Definition Stage. Involve the system owner and users in the
                     design process to make certain that their needs and expectations are being met.

Procedure: Use the following procedure to implement the design process.

 • Identify the types of electronic and printed input that will be accepted
   by the software product, such as data entered from source documents
   and files or records extracted from other systems.

 • Identify the types of electronic and printed output that will be produced
   by the software product; such as data, records, or files; screen displays;
   and printed reports. Also identify the output that will be exported to
   other systems.

 • Identify the specific input and output items that already exist and the
   items that will be created as part of the software product.

 • Assign a name to each type of input and output and describe each item
   from a functional perspective.

 • Identify the owner/originator of each type of input and output.

 • Identify the frequency of each type of input and output.

 • Design the content and format for each new input and output item or
   modify the format of existing items that must be changed to
   accommodate the new software product.

Work Product: Document the design for the system inputs and outputs in accordance with the
                     project design standards. Discuss the designs with the system owner and users
                     and submit completed designs for their review and approval. The approved
                     designs will be incorporated into the Functional Design Document. Place a
                     copy of the system input and output designs in the Project File.

Review Process: Schedule a structured walkthrough to verify that the system input and output
                     designs are correct and complete.